

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 1 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

1. Purpose

- 1.1 The purpose of this Administrative Regulation is to establish procedures for preparing and processing Requests for Council Action. This is accomplished by:
- a. Providing the City Attorney with the information needed to prepare the appropriate legal documents.
  - b. Providing the City Manager with the background information and details needed to recommend and justify the requested action before the City Council.
  - c. Providing the City Clerk with adequate instructions for processing all documents following Council action.

2. Definitions

- 2.1 Request for Council Action - A request for formal City Council approval of a resolution or ordinance.
- 2.2 Managerial Approval - Approval given by the City Manager or his authorized representative:
- a. Preliminary - that managerial approval which should be obtained before the Request for Council Action will be processed to the Auditor for preparation of an Auditor=s Certificate, if required, and to the City Attorney for preparation of the necessary legal documents. It does not imply final approval to place item on the docket.
  - b. Final - that managerial approval (Docket Coordinator and Manager's Council Liaison) which is required before the Request for Council Action will be submitted to the Mayor's office for placement on the docket for formal Council consideration.

(Supercedes Administrative Regulation 3.20, Issue 9, effective May 1, 1987.)

Authorized

(Signed by Jack McGrory)

(Signed by Charles G. Abdelnour)

(Signed by John W. Witt)

City Manager

City Clerk

City Attorney

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 2 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

- 2.3 Auditor's Certificate - Certification by the City Auditor and Comptroller on availability of funds. This is required by Charter on all actions which involve contracts, agreements, or other obligations for the expenditure of public funds.

3. Policy

- 3.1 The City Attorney's Office will initiate work on requests for Council action only upon receipt of Form 1472, "Request for Council Action," processed and approved according to this Administrative Regulation.
- 3.2 The following types of resolutions may be prepared by the originating department. However, they must be approved as to form and legality by the City Attorney and must conform to this regulation in all other respects:
- a. Resolutions authorizing the Purchasing Agent to advertise for bids.
  - b. Resolutions authorizing the sale or auction of City materials and equipment.
  - c. Resolutions authorizing the purchase of materials and supplies or equipment.
  - d. Other resolutions that the City Attorney may determine to be appropriate.
- 3.3 All Requests for Council Action which involve contracts, agreements, or other obligations for the expenditure of public funds will require an Auditor's Certificate. If the action requested is disapproved or withdrawn during the processing procedure, the originating department must request cancellation of the Certificate by memorandum and return the Certificate to the Auditor's Office.
- 3.4 Any clearing authority withholding approval from a request shall return it to the originating department with advice as to the reason why approval is being withheld. If the Clearing Authority recommends changes to the 1472 and 1472A, the paperwork should be returned to the originating department in order for them to incorporate the recommended changes. The City Auditor shall return a request to the originating department, if a certificate of the availability of funds cannot be issued.
- 3.5 All Requests for Council Action which involve the awarding of contracts, agreements, leases or expenditure of public funds in which the City is compensating an entity (not City staff) for services rendered will require approval of the City Manager's Equal Opportunity Contracting Program staff as a clearing authority in Box 10 of the 1472. The only exceptions to this are requests "inviting bids" or other actions in which the recipient of City funds is unknown at the time of Council action.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 3 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

- 3.6 All Requests for Council Action which involve the expenditure of General Fund and Water Utilities Unallocated Reserves will require the approval of the Financial Management Department.

4. Preparation of Request for Council Action

- 4.1 Request for Council Action will be prepared and submitted on Form 1472, "Request for Council Action," and Form 1472A, "Docket Supporting Information," (see Attachments **C** and **D**) when such information is required (see paragraph 4.4). In cases where Form 1472A is not adequate to explain the requested action, a Manager's Report shall be prepared in lieu of Form 1472A (see paragraph 4.4). The originator of the request is responsible for the clarity, completeness, conciseness, and accuracy of all the information included in the request.

a. Automated Form

- available in WordPerfect on either the Micro Computer or the D.E.C. Systems. Diskettes and written instructions are available from each Department's Data Systems Coordinator.

The format in the shell document shall not be changed, including type style, font size, or block structure.

Modifications will result in the Form 1472 being returned for compliance with the established format.

b. Printed Form

- available from City Central Stores. The text must be 1.5 line spaces and 10 or 12 pitch only.

Modifications will result in the Form 1472 being returned for compliance with the established format.

- 4.2 Each request should be prepared with a minimum of an original 1472 and one copy for each of the Approving Authorities.

- 4.3 Form 1472 should be completed as follows:

Block #1 - Auditor enters certificate number, if required (see paragraph 2.3 and Attachment G).

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 4 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

- Block #2 - Insert the originating department's name and division, when applicable.
- Block #3 - Date that request is prepared.
- Block #4 - Briefly state the subject of the requested action in 10 words or less. When Form 1472A or Manager's Report is required, the subject on all forms shall be identical.
- Block #5 - The name(s) and mail station(s) of the individual(s) who can be contacted for additional information.
- Block #6 - The telephone extension(s) of the individual(s) who should be contacted for additional information.
- Block #7 - Enter a check (✓) in the box provided if Form 1472A, "Docket Supporting Information," is attached. (See paragraph 4.4 explaining use of Form 1472A).
- Block #8 - Enter the proposed financing in the first column. If multiple financing is proposed, use additional columns.
- Block #9 - If the proposed action is a budgeted or scheduled project, insert the budgeted amount and other related information. If it is not a budgeted or scheduled project, indicate "Unbudgeted." Insert an itemization of the costs and fund sources as follows, or as appropriate:

Construction Project

Design	\$ _____
All Prior Charges (before (award of design contract)	_____
Construction Contract (prime)	_____
Project Supervision and Management	_____
Equipment and Furnishings	_____
Miscellaneous Specialists	_____
City Forces	_____
Contingencies	_____
Other	_____
Total	\$ _____

City Force Project

Labor	\$ _____
Material	_____
Equipment Rental	_____
Fixed Charge	_____
Other	_____
Total	\$ _____

Fund Sources

City Financing (specify fund, CIP No., etc.)	\$ _____
Other Sources (specify)	_____
Total	\$ _____

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 5 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

Block #10 - Indicate the routing order for appointing authority approval by placing sequential numbers in the “Routing” column boxes. (See Attachment B for required Approving Authorities). Each Approving Authority will sign and date on the appropriate line. By signing the final space entitled “Originating Department,” the department is indicating that the resolutions or ordinances prepared by the City Attorney reflect the requested Council actions and that any comments made by Clearing Authorities have been reviewed and that the 1472 package is complete and ready for docket closing. The bottom line of this section is for the Rules Committee Consultant to indicate whether the item is placed on the Consent or Adoption Agenda of the Council Docket, or whether the item is to be referred to a Council Committee.

Block #11 - Place a check in the appropriate box(es) indicating which documents (resolutions, ordinances, agreements, and/or deeds) are involved. In the space provided below the boxes, insert brief narratives of the particular actions requested of the Council. (See Attachment A for examples). Multiple actions, such as preparation of a resolution and an agreement, should be submitted on the same form. The only restriction on multiple use of the form is that the actions requested must deal with the same subject area. If multiple actions are sought, they should be placed in the order the department would prefer them to appear on the Council Docket. If the action is a Resolution of Intent, the request should include the related resolutions and/or ordinances necessary for the subsequent hearings.

Block #11a - State the recommendation that reflects the appropriate action. No additional language is necessary or acceptable.

- a. Approve the Resolution(s) and/or
- b. Introduce the Ordinance(s)

Block #12 - Insert information relative to special processing of the request or special distribution of Council action documents, if applicable; Specific question areas which should be covered, are as follows:

- a. Indicate the Council district(s) and community (or neighborhood) area(s) involved.
- b. Will the request involve special handling such as prior noticing of the hearing by mail or newspaper by the City Clerk?

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 6 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

Moreover, the processing of certain requests may require a number of copies of the resolution and/or agreements in addition to those usually provided. If so, state the requirements clearly.

- c. If the Request for Council Action must be placed on the docket by a specific date due to unusual circumstances, state the date and the circumstances.
  - d. Indicate, where applicable, the appropriate environmental clearance in accordance with the California Environmental Quality Act (CEQA) and approval by the Planning Department's Development and Environmental Planning (DEP). Note that all items which contain an environmental clearance statement in Block 12 must be approved by DEP as a Clearing Authority in Block 10. The only exception to this requirement is the case of a Final Subdivision Map. Requests for resolutions certifying an Environmental Impact Report (EIR) should include information on any required findings or statement of overriding considerations.
  - e. Does the request have any unusual features, such as the acceptance of other than low bid, any unresolved/outstanding audit finding related to contracts and leases, etc.
  - f. If work involves the use of City forces, has ample consideration been given to whether accomplishment by contract may be more economical? The estimate of private contract costs must be shown as part of the jurisdiction.
  - g. Indicate if the action requires more than five (5) votes for passage by Council.
- 4.4 Form 1472A, "Docket Supporting Information," or a Manager's Report, should be provided when information is necessary for proper understanding of a docket item by the Council, press, and citizenry.
- a. The subject on Form 1472A or the Manager's Report shall be identical to the subject on Form 1472.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 7 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

- b. The text must be 1.5 line spaces and 10 and 12 pitch only. Modifications will result in the Form 1472 being returned for compliance with the established format. If the text does not fit or the item cannot be adequately explained on a 1472A, then a Manager's Report is required. See Administrative Regulation 80.40 for further information on the preparation of Manager's Reports.
- c. The contents of Form 1472A or the Manager's Report should include full justification for the action being requested. Provide as much information as may be needed to answer any anticipated questions.

All background material must be a nature suitable for general distribution. In writing the 1472A, staff should bear in mind the text will be reproduced on the City Council docket. Specific question areas that should be covered, if applicable, are as follows:

1. What is the background and/or details concerning the proposed action?
  2. What City need will be satisfied by the proposed action?
  3. Is the proposed action scheduled in the Capital Improvement Program, department work program, or another program? If not, why is the item required and what item in the scheduled program could it replace?
  4. The 1472A must include a "Fiscal Impact" statement for the subject item. This section should address which source(s) of funds will be drawn upon to support the proposed action. The section should also include a brief discussion of the fiscal implications to the City resulting from the proposed action. If this action is a component of a larger project, for example, the design for a construction project or an amendment to an agreement, then the cost of the entire project should be included. If there is no fiscal impact, then state "None".
- d. The byline on the 1472A page is to be completed with the appropriate City Manager and Department Director's names and the author's initials. The appropriate Manager's Representative and Department Head must sign the 1472A or the Manager's Report to denote final approval. For non-managerial departments, only the Department Head must sign.
- 4.5 For the appropriate number of agreements, leases, deeds, etc., which accompany the 1472 and 1472A, see Attachment E.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 8 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

- 4.6 If the originating department has an urgent need for the processing of an item following Council action, a memo requesting out-of-order processing may be submitted from the Department Head level (or above) to the City Clerk. The memo should state the date of the meeting at which Council took action, the item number and the reason for the request. The City Clerk will advise the originating department whether or not the request is approved.

5. Processing of Request for Council Action

Responsibility

Action

Originating Department

- 5.1 Prepares “Request for Council Action (1472)”, and “Docket Supporting Information (1472A)”, or Manager’s Report according to Section 4 of this regulation. Attaches “Notice of Docket Closing” (form CM1568) for purposes of tracking the 1472 as it is processed.
- 5.2 Where action includes an environmental document to be reviewed and/or certified by the Council, and the Council is the first decision making body to hear the item, department must deliver copies of the final environmental document to the Mayor and City Council a minimum of 14 calendar days in advance of the docket date pursuant to Municipal Code Section 69.0212. Departments should prepare a brief memo of transmittal which would include the target docket date. Include a date/time stamped copy of the transmittal memo with the 1472 package to verify this has been carried out. When the item has been considered at a previous public hearing such as Planning Commission, Subdivision Board, Planning Director, etc., the final environmental document may be provided to Council as part of the normal 1472 process and does not need to be provided 14 days prior.
- 5.3 Where action involves an agreement, obtains the signature of the party with whom the City is contracting on original and two copies of the agreement.



CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 9 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

(Agreements should have been prepared beforehand with assistance from the City Attorney). Where the other party is an agency higher than the City, i.e., County, State, Federal governments, the agreements are signed after Council action. For the proper number of agreements, see Attachment E.

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| Department Head Originating Department     | 5.4  | Routes Request for Council Action for appropriate approvals in accordance with Attachment B of this Administrative Regulation.   |
| Clearing Authority                         | 5.5  | Reviews Request for Council Action and, if approved, signs appropriate space in box 10 on all copies of Form 1472.   |
|  | 5.6  | If approved, retains one copy of Form 1472 for file purposes and calls the contact listed on the "Notice of Docket Closing Date" (Form CM1568) to continue the routing process.  |
|  | 5.7  | If disapproved, returns request to originating department for appropriate action.  |
| City Manager (or Manager's Representative) | 5.8  | Reviews Form 1472 and, if approved, signs the appropriate space in box 10 on all copies of Form 1472 to indicate preliminary managerial approval (see paragraph 2.2.1). If disapproved, returns request to the originating department. |
|  | 5.9  | Reviews Form 1472A or the Manager's Report signs to authorize the information to be printed when processing of the Request for Council Action is completed.  |
|  | 5.10 | Routes original and remaining copies of approved Forms 1472 and 1472A to the City Manager's Docket Coordinator who calls the contact and continues routing the 1472 according to departmental instructions.                            |

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 10 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

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|-------------------------|---|
| Auditor and Comptroller | <p>5.11 Prepares Form AC-361, "Auditor's Certificate," in original and three copies. Attaches original and two copies of Auditor's Certificate to original Form 1472 and records certificate number in box 1 on all copies of Form 1472. Retains a file copy of Form 1472 and Auditor's Certificate. Retains an additional copy of Form 1472 for requests involving capital improvement projects.</p> <p>5.12 Calls the contact listed on the "Notice of Docket Closing Date" (Form CM1568) to continue the routing process.</p>  |
| City Attorney           | <p>5.13 Prepares legal documents for processing Request for Council Action.</p> <p>5.14 Retains one copy of Form 1472 and file copies of appropriate supporting information and legal documents as required.</p> <p>5.15 For resolutions and ordinances, returns original and all remaining copies of Form 1472, Auditor's Certificate, supporting information, and all copies of legal documents to originating department.</p>  |
| Originating Department  | <p>5.16 For agreements, reviews and approves as to form.</p> <p>5.17 Checks for proper number of documents in accordance with Attachment E. Reviews all documents returned by the Attorney's Office to ensure that they are correct and complete and that they satisfy the original request; signs in box 10 "Originating Department" as verification.</p> <p>5.18 When item was previously considered by a standing committee, originator is to obtain a "Committee Action Sheet" from the appropriate legislative specialist and submit the completed form with the 1472 package at time of docket closing.</p> |

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 11 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

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|  | <p>5.19 Managerial departments are to submit the original Request for Council Action, supporting information, legal documents, and all required copies of each to the Docket Coordinator. <u>Non-managerial departments</u> are to submit the material to the Rules Committee Consultant directly.</p>  |
| <p>City Manager's Council Representative</p> | <p>5.20 Reviews Request for Council Action, supporting information, and legal documents to ensure that all required clearances have been obtained and sufficient information is available to support the Request for Council Action. Signs the appropriate space in box 10 on all copies of Form 1472 to indicate final managerial approval. Incomplete or incorrect material will be returned to the originating department.</p> |
|  | <p>5.21 If request is disapproved, returns to originating department via the appropriate Deputy City Manager for appropriate action which includes cancellation of Auditor's Certificate and notification to the Capital Improvement Program Coordinator.</p>   |
|  | <p>5.22 Routes original copy of Form 1472, Form 1472A, Auditor's Certificate, supporting information, and legal documents, including all copies which are re to be executed or confirmed, to the Rules Committee Consultant for placement of the item on the Council Docket. Retains a copy of Form 1472 and other material necessary for docket briefing purposes.</p>   |
| <p>Rules Committee Consultant</p>            | <p>5.23 Reviews Request for Council Action, supporting information, and legal documents for placement on the Council Docket. Signs the appropriate space in box 10 and indicates whether the request is to be placed on the Consent or Adoption Agenda of the Council Docket or whether it is referred to a Council Standing committee for consideration.</p>   |

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 12 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

City Clerk

- 5.24 Prepares docket entry based on resolution/ordinance and information contained on Form 1472. Uses the Form 1472A as background information on the Council Docket, including the byline.

After Item is Approved by City Council

- 5.25 Routes a numbered copy of the adopted resolution or ordinance to the originating department and by request to the City Auditor. Makes external distribution of copies required by other than City departments. Routes numbered copies of deeds, contracts, agreements, and leases, as required.
- 5.26 If the action involves an agreement or contract which requires execution by the City Manager, routes original and two copies (unless more are specified as provided for in paragraph 4.3) of the agreement to the City Manager for signature. Upon execution by the City Manager and return of all copies to the City Clerk via the City Attorney for necessary signatures, completes documentation and forwards duplicate original and other copies as may be required to originating department.
- 5.27 Routes one copy of contract or agreement which conforms to the original to the Auditor's Office, where Auditor's Certificate has been issued.

6. Time Schedule

- 6.1 The scheduled docket closing date is 5:00 p.m. on the Tuesday two weeks prior to the Monday-Tuesday City Council meeting dates. Completed paperwork packages should be submitted by the deadline to the Docket Coordinator for managerial departments or to the Rules Committee Consultant for non-managerial departments. For example, paperwork should be submitted to the Docket Coordinator or Rules Committee Consultant no later than Tuesday, April 1<sup>st</sup> at 5:00 p.m. for the April 14<sup>th</sup> and 15<sup>th</sup> Council dockets.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Number 3.20	Issue 10	Page 13 of 16
	Effective Date October 1, 1994		

The scheduled docket closing date for supplemental docket items is 10:00 a.m. on the Wednesday prior to the following week's Monday-Tuesday City Council meeting dates. For example, paperwork should be submitted to the Docket Coordinator or Rules Committee Consultant no later than Wednesday, April 2<sup>nd</sup> at 10:00a.m. for the April 7<sup>th</sup> and 8<sup>th</sup> Supplemental Council dockets.

Note: Regular and Supplemental Docket deadlines are subject to change. The City Manager's Docket Coordinator will, therefore, notify department heads by memorandum of any closing date changes. It is the responsibility of the originating department to be aware of the regular and supplemental docket closing deadlines.

6.2 The criteria for submission of supplemental items is that a delay would:

- a. result in a verifiable economic hardship on the City, or
- b. result in a documented hazard to the public, or
- c. result in the City missing an unextendable deadline imposed by another agency.

Items submitted for Supplemental Docket which do not meet one of these criteria will be docketed through the regular procedure.

All items submitted from managerial departments for Supplemental Docket must include a memo to the City Manager from the Department Head noting which of the criteria the item meets. This memo must be initiated by the City Manager, Assistant City Manager, or Deputy City Manager signifying approval to submit the item for the Supplemental Docket.

6.3 The California Open Meetings law prohibits legislative bodies from acting on items not appearing on the regular or supplemental docket. There are, however, three exceptions to this rule. The exceptions are:

- a. If a majority of the Council makes a determination that an emergency exists, and item can be discussed. An emergency is defined as a work stoppage, crippling disaster, or other activity which severely impairs public health, safety, or both as determined by a majority vote of the Council.
- b. If a 2/3 vote of the Council makes a determination that the need to take action arose after the agenda was posted, the item can be discussed. If less than 2/3 of the members are present, the vote must be unanimous.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 14 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

- c. An item not posted on the agenda can be heard if it was continued from an earlier meeting of the body held no more than five calendar days prior to the meeting.

The City Clerk will verify those exceptions which meet the criteria for continued items. The procedure for processing the first two, “emergency conditions” and “the need arose after posting”, is discussed below.

- 6.4 Items which must be acted on immediately, but which miss the closing deadlines for regular and supplemental docket, must be accompanied with the “Request to Forward Non-Docket Item to the City Council” (Form CM-1557). (See Attachment F for example). The originating department is responsible for completing and routing the form with the 1472.
- 6.5 A completed form includes the action requested of Council, i.e., description of action as stated in Block 11 of 1472, the reason for the request, and a description of the circumstances which elaborate on why the item is an emergency or the need arose after the posting deadline. The posting deadline in this case is considered the supplemental docket closing deadline.

Signatures by clearing authorities for Form CM-1577 begin with the Deputy City Manager (for managerial departments). Since this form accompanies the 1472 and backup paperwork, applicable clearing authorities can sign this form when they sign the 1472.

The City Attorney signature indicates whether or not, in his opinion, the item meets the criteria for non-docket items as stated in the Brown Act (Government Code Section 54954.2). The originating department can forward the item to Council even if the Attorney feels the item does not meet the criteria of the Code. The law specifies that the legislative body makes the final determination.

The other signatures required indicate the item has been reviewed, and like the City Attorney’s signature, do not constitute a veto.

- 6.6 Once the “Request to Forward Non-Docket Item” (Form CM-1577) has been completed and reviewed by the Rules Committee Consultant, all the paperwork is returned to the originating department.

The originating department is responsible for distributing a copy of the item, including the “Request to Forward Non-Docket Item” (Form CM-1577), the 1472, the 1472A or Manager’s Report, the resolution or ordinance, and any other pertinent backup material to the Mayor’s office, each Council office, the City Clerk, the City Manager, and the City Attorney.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 15 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

The originating department is also required to bring fifteen (15) copies of the item and exhibit material to the meeting for distribution.

During the meeting, the Council will vote on each “Request to Forward Non-Docket Item” to determine whether it is to be heard. If approved, the Council will then discuss and vote on the item.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 3.20	Issue 10	Page 16 of 16
PROCESSING REQUESTS FOR COUNCIL ACTION FOR APPROVAL OF A RESOLUTION OR ORDINANCE	Effective Date October 1, 1994		

APPENDIX

Legal References

City Charter, Section 17 (When ordinances and resolutions take effect)  
City Charter, Section 35 (Purchasing Agent)  
City Charter, Section 39 (City Auditor and Comptroller)  
City Charter, Section 40 (City Attorney)  
City Charter, Section 73 (Transfer of appropriations)  
City Charter, Section 80 (Validation of contracts, agreements, or obligations)  
City Charter, Section 84 (Obligation for expenditure)  
City Charter, Section 94 (Contracts)  
Administrative Regulation 80.40 – “Manager’s Reports to Mayor and Council and Council Standing Committees”  
Municipal Code, Section 22.0210.2 – “Use of City Forces”  
Government Code, Sections 54954.2, 54954.3, and 54960.1 (Brown Act)

Forms Involved

CM-1472, “Request for Council Action”  
CM-1472A, “Docket Supporting Material”  
AC-361, “Auditor and Comptroller’s Certificate”  
CM-1557, “Request to Forward Non-Docket Item to the City Council”  
CM-1568, “Notice of Docket Closing Date”

Subject Index

Council Action  
Ordinance  
Request for Council Action  
Resolution

Administering Department

City Manager’s Office

Attachments

A - Examples of Language Used on 1472  
B - Routing Guide  
C - Form CM-1472 (Rev. 9-94)  
D - Form CM-1472A (Rev. 9-94)  
E - Copies of Supporting Information Required for Processing Contracts, Permits, Lease Agreements, etc.  
F - Form CM-1557 (1-87)



EXAMPLES OF LANGUAGE USED ON 1472, BLOCK 11

A. Advertising for Bids (Resolution)

1. Approving the plans and specifications and authorizing the Purchasing Agent to advertise for bids for CONSTRUCTION OF PATIO AT CADMAN COMMUNITY PARK; and
2. Authorizing the expenditure of \$15,000 from Capital Outlay Fund 30245, CIP 29-524.0, CADMAN COMMUNITY PARK - PATIO MODIFICATION, for the purpose of executing this contract and related costs and authorizing the Auditor and Comptroller, upon the advice from the administering department, to transfer excess budgeted funds, if any, to the appropriate reserves; and
3. Authorizing the City Manager to execute a contract with the lowest responsible bidder.

B. Transfer between CIP Projects

1. Approving the plans and specifications and authorizing the Purchasing Agent to advertise for bids for THE CONSTRUCTION OF NIMITZ BOULEVARD BIKEWAY BETWEEN NORTH HARBOR DRIVE AND WEST POINT LOMA BOULEVARD; and
2. Authorizing the City Auditor to transfer from Capital Outlay Fund 30245, CIP 63-003, CHANNELIZATION IMPROVEMENTS ANNUAL ALLOCATION an amount not to exceed \$6,000 to CIP 58-028, NIMITZ BOULEVARD BIKEWAY; and
3. Authorizing the expenditure of \$195,650 from CIP 58-028 (\$189,650 from LTF Fund 39005 and \$6,000 from Capital Outlay Fund 30245) for the purpose of executing this contract and related costs and authorizing the Auditor and Comptroller, upon advice from the administering department, to transfer excess budgeted funds, if any, to the appropriate reserves; and
4. Authorizing the City Manager to execute a contract with the lowest responsible bidder.

C. Adding a CIP Project (Resolution)

1. Authorizing the addition of CIP 29-606.0, TORREY PINES GOLF COURSE IRRIGATION STUDY, to the FY 1986 Capital Improvement Program; and
2. Authorizing the City Auditor to transfer \$18,000 (Torrey Pines Golf Course Surcharge Fund) from CIP 29-454, TORREY PINES GOLF COURSE IRRIGATION STUDY; and

3. Authorizing the City Manager to execute an Agreement with Cal Olson, Golf Course Architect, for Consultant Services required for the TORREY PINES GOLF COURSE IRRIGATION STUDY; and
4. Authorizing the expenditure of \$13,790 from CIP 29-606.0, TORREY PINES GOLF COURSE IRRIGATION STUDY, Fund 10530, for this purpose and related costs.

D. Execution of an Agreement and Use of Unallocated Reserve (Resolution)

1. Authorizing the City Manager to enter into a contract with Triple Crown youth Coalition, Inc. for the purpose of providing adult supervision for a summer brush removal program within the City of San Diego, utilizing fifty youths affiliated with gangs for the period of June 2, 1986 through September 30, 1986, and to expend an amount not to exceed \$34,144 from the General Fund Unallocated Reserve for this purpose.
2. Authorizing the Auditor and Comptroller to transfer within the General Fund (100) the sum of \$34,144 from the Unallocated Reserve (605) to the Allocated Reserve (901) for the above purpose.

E. Transfer of Funds between Departments (Resolution)

Authorizing the Auditor and Comptroller to transfer within the General Fund (100) a total of \$100,000 from the Financial Management Department (Dept. 055, Supplies & Services) to the Fire Department (Dept. 120).

F. Adding a Position (Ordinance)

1. Amending Ordinance 0-17947 (New Series), as amended, entitled "An Ordinance Adopting the Annual Budget for the Fiscal Year 1993-94 and Appropriating the Necessary Money to Operate the City of San Diego for Said Fiscal Year by amending Document 00-17947-1 as amended and adopted therein, by amending the Personnel Authorization of the Planning Department (065), in General Fund 100, by adding one Principal Planner position."

G. Other Miscellaneous Resolutions

1. Authorizing the City Manager to accept a grant deed executed by...
2. Establishing a two-hour limit on Morena Blvd. from...to...
3. Awarding a contract to...for furnishing library books, as may be required for one year, from...to..., for an estimated cost not to exceed...
4. Authorizing the City Manager to negotiate with...for a 30-year lease for...

## ROUTING GUIDE

* ACTION CATEGORY	DEPARTMENT DIRECTOR						CLEARING AUTHORITY		CLEARING AUTHORITY		CITY MANAGER PRELIMINARY (Managerial Departments)		CITY AUDITOR		CITY ATTORNEY		ORIGINATING DEPARTMENT		CITY MANAGER FINAL (Non-Mgr Depts optional)		CITY CLERK	
1. Any action not involving obligation or expenditure of public funds	X										X				X		X		X		X	
2. Action involving obligation or expenditure of public funds or interdepartment transfer of funds	X		Financial Management (except items initiated by Purchasing using budgeted funds)		Equal Opportunity Manager (see 3.5 for clarification)						X		X		X		X		X		X	
3. Action involving Utilities Department or Utilities Funds	X		Utilities Director								X		X		X		X		X		X	
4. Action involving grants or grant funds, and financial agreements	X		Equal Opportunity Manager, Financial Management Director		Intergovernmental Relations						X		X		X		X		X		X	
5. Capital Improvement Projects	X		Financial Management Director		Any department whose work program or inventory is affected						X		X		X		X		X		X	
6. Use of City Forces in excess of \$5,000 total cost	X		Performing Department								X		X		X		X		X		X	
7. Actions subject to Environmental Impact Report processing	X		Development & Environment Planning Division/Planning Department								X		X		X		X		X		X	
8. Contracts for Personal Services	X		Personnel		Equal Opportunity Manager						X		X		X		X		X		X	

\* GENERAL NOTE: In some actions, more than one clearing authority may be required, depending on combinations of action categories. Clearing Authority is always required when the action affects a department other than the originator.

TO: CITY ATTORNEY

3. DATE

4. SUBJECT:

5. FOR INFORMATION, CONTACT: (NAME &amp; MAIL STA.)

6. TELEPHONE NO.

7. CHECK HERE IF 1472A, "DOCKET  
SUPPORTING INFORMATION," HAS  
BEEN COMPLETED ON PAGE 2:

8. COMPLETE FOR ACCOUNTING PURPOSES

9. ADDITIONAL INFORMATION / ESTIMATED COST:

FUND				
DEPT.				
ORGANIZATION				
OBJECT ACCOUNT				
JOB ORDER				
C.I.P. NO.				
AMOUNT				

10. \_\_\_\_\_ ROUTING AND APPROVALS

ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED	ROUTE (#)	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
1	DEPARTMENT DIRECTOR				CITY MANAGER		
					AUDITOR		
					CITY ATTORNEY		
					ORIGINATING DEPARTMENT		
					MGR. DOCKET COORD. _____ COUNCIL REP. _____ ✓ RULES COMMITTEE <input type="checkbox"/> CONSENT <input type="checkbox"/> ADOPTION <input type="checkbox"/> Refer to _____ Date _____		

11. PREPARATION OF: ☐ RESOLUTION(S) ☐ ORDINANCE(S) ☐ AGREEMENT(S) ☐ DEED(S)

11a. MANAGER'S RECOMMENDATIONS:

12. SPECIAL CONDITIONS (REFER TO A.R. 3.20 FOR INFORMATION ON COMPLETING THIS SECTION.)

## DOCKET SUPPORTING INFORMATION

CITY OF SAN DIEGO

DATE:

SUBJECT:

BACKGROUND: (USE ONE-AND-ONE-HALF LINE SPACING)

BY LINE: (CITY MANAGER / DEPT. HEAD / AUTHOR INITIALS)

SIGNATURES:

\_\_\_\_\_  
ORIGINATING DEPT. HEAD\_\_\_\_\_  
CITY MANAGER  
(FOR MANAGERIAL DEPARTMENTS ONLY)

COPIES OF SUPPORTING INFORMATION REQUIRED FOR PROCESSING  
CONTRACTS, PERMITS, LEASE AGREEMENTS, DEEDS AND  
RELEASE AND RECONVEYANCE OF UNIMPROVED REAL PROPERTY

Contracts, Permits, and Lease Agreements with Lesser Agencies

1. An original and four copies are required. The original and two of the copies must have original signatures. Exhibits cited in the original agreement must be attached to the copies.
2. Six copies of the City resolution are required. Agreements with the Port District or School District require one copy of the district resolution authorizing the agreement.

Contracts, Permits, and Lease Agreements with Larger Agencies (i.e., County, State or Federal Governments)

1. An original and five copies are necessary. Exhibits cited in the original agreement must be attached to the copies. Signatures are not required until after approval by the City Council.
2. Seven copies of the City resolution are required.

Deeds

For deeds submitted for action by the City Council, staff should provide:

1. One original deed and two copies
2. One original resolution and four copies
3. One original 1472 and one copy

Release and Reconveyance of Unimproved Real Property

This action requires one original and ten copies of the resolution.



## REQUEST TO FORWARD NON-DOCKET ITEM TO THE CITY COUNCIL

Department \_\_\_\_\_

Contact Person \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

Action Requested:

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Reason For Request (*Check One*):Emergency Conditions ☐Need Arose After Posting ☐

Description of Circumstances

*(Required in order for legislative body to make a determination that need arose after posting or emergency conditions exist.)*

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**Instructions:**

This form should accompany the 1472. The clearing authorities, beginning with the City Manager, should sign this at the same time they sign the 1472. The Attorney's signature merely indicates whether or not, in his opinion, the item meets the criteria of Government Code Section 54954.2 relative to non-docket items. The other signatures indicate the item has been reviewed. (*See A.R. 3.20*)

**Clearing Authority****Initial****Date**

City Manager

City Attorney

Originating Dept.

\*City Manager's Council Rep.

Rules Committee Consultant

\*Managerial Departments Only

The City of San Diego  
CERTIFICATE OF CITY AUDITOR AND COMPTROLLER

ATTACHMENT G

CERTIFICATE OF UNALLOTTED BALANCE

AC  
ORIGINATING  
DEPT. NO.:

I HEREBY CERTIFY that the money required for the allotment of funds for the purpose set forth in the foregoing resolution is available in the Treasury, or is anticipated to come into the Treasury, and is otherwise unallotted.

Amount \$ \_\_\_\_\_ Fund \_\_\_\_\_

Purpose \_\_\_\_\_

By: \_\_\_\_\_

AUDITOR AND COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA										
ACCTG. LINE	CY PY	FUND	DEPT	ORG.	ACCOUNT	JOB ORDER	OPERATION ACCOUNT	BENF/ EQUIP	FACILITY	AMOUNT
TOTAL AMOUNT										

FUND OVERRIDE ☐

CERTIFICATION OF UNENCUMBERED BALANCE

I HEREBY CERTIFY that the indebtedness and obligation to be incurred by the contract or agreement authorized by the hereto attached resolution, can be incurred without the violation of any of the provisions of the Charter of the City of San Diego; and I do hereby further certify, in conformity with the requirements of the Charter of the City of San Diego, that sufficient moneys have been appropriated for the purpose of said contract, that sufficient moneys to meet the obligations of said contract are actually in the Treasury, or are anticipated to come into the Treasury, to the credit of the appropriation from which the same are to be drawn, and that the said money now actually in the Treasury, together with the moneys anticipated to come into the Treasury, to the credit of said appropriation, are otherwise unencumbered.

Not to Exceed \$ \_\_\_\_\_

Vendor \_\_\_\_\_

Purpose \_\_\_\_\_

By: \_\_\_\_\_

AUDITOR AND COMPTROLLER'S DEPARTMENT

ACCOUNTING DATA										
ACCTG. LINE	CY PY	FUND	DEPT	ORG.	ACCOUNT	JOB ORDER	OPERATION ACCOUNT	BENF/ EQUIP	FACILITY	AMOUNT
TOTAL AMOUNT										